

**TOWN OF GRANBY
GRANBY PUBLIC LIBRARY**

TECHNICAL ASSISTANT

OBJECTIVE

Under general direction of the Director of Library Services is responsible for managing the library's online reference databases, providing in-house and offsite training in the use of these resources to patrons, groups and staff, and promoting and publicizing these products.

ESSENTIAL FUNCTIONS

- Selecting and maintaining subscriptions and access to online products on PCs,
- Troubleshooting software problems,
- Conducting in-house and offsite training in the use of databases to staff and public users,
- Writing operating and troubleshooting instructions and manuals for users,
- Collecting and evaluating data throughout the project.

ADDITIONAL DUTIES:

- Keeping informed of developments in library services and computer applications by attending conferences, workshops and other educational opportunities.
- Assisting with other library duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent technology knowledge of networks, Windows XP, MS Office.
- Ability to apply common sense understanding to carry out instructions furnished in written oral or scheduled form.
- Ability to work independently.
- Ability to exercise sound judgment in evaluating situations.
- Ability to work and interact effectively with library staff and the general public.
- Ability to maintain records and prepare reports using computer and manual applications.

SPECIAL REQUIREMENTS:

Valid motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to read computer screens and possess digital dexterity and accurate keyboard skills; sharp auditory sense and oral skills.

Must be able to sit at a desk or stand and move throughout the building as necessary and work continuously for extended periods of time. Must be able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as keyboard skills. Must be able to hear normal sounds with background noise, distinguish patterns and communicate with speech as in using a telephone. Must be able to concentrate on moderate detail with continuous interruptions, attend to task for more than 60 minutes at a time and remember multiple assignments. Must be able to understand and relate to specific ideas, generally several at a time.

Includes exposure to video display terminals on a daily basis.

Ability to work nights and/or weekends.

The above job description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Granby and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.